

<b>NEVADA DEPARTMENT OF CORRECTIONS</b>	<b>SERIES 300 PERSONNEL</b>	<b>SUPERSEDES: AR 317 (05/02/91) IB 93-18 (336) (05/04/93) AR 335 (05/02/91)</b>
<b>ADMINISTRATIVE REGULATIONS MANUAL</b>	<b>ADMINISTRATIVE REGULATION 317 EMPLOYEE AWARD AND COMMENDATION PROCEDURE TEMP</b>	<b>EFFECTIVE DATE: 10/10/03</b>

## TABLE OF CONTENTS

	<u>PURPOSE</u>	
	<u>AUTHORITY</u>	
	<u>RESPONSIBILITY</u>	
	<u>DEFINITIONS</u>	
	<u>APPLICABILITY</u>	
	<u>PROCEDURES</u>	
<u>317.01</u>	WRITTEN COMMENDATION	
<u>317.02</u>	ANNUAL EMPLOYEE AWARDS	
<u>317.03</u>	MERIT AWARD PROGRAM	
<u>317.04</u>	SERVICE AWARD PROGRAM	
	<u>REFERENCES</u>	
	<u>ATTACHMENTS</u>	
	<u>MANDATORY REVIEW DATE</u>	<u>10/10/04</u>

### **PURPOSE**

To establish criteria and guidelines for the preparation and submission of written commendations, merit awards, and annual employee awards to recognize the outstanding accomplishments of Department employees.

### **AUTHORITY**

NRS 209.131  
NRS 285.010 – 285.070  
NAC 285.010

## **RESPONSIBILITY**

It is the responsibility of all Supervisors, Division Heads, Wardens, and Appointing Authorities to comply with this regulation.

## **APPLICABILITY**

This Administrative Regulation shall apply to all Department employees and volunteers.

## **DEFINITIONS**

**APPOINTING AUTHORITIES** - Individuals to whom the Director has delegated authority to recommend and implement personnel actions. Appointing authorities may include Assistant Directors, Medical Director, Wardens, and Administrator Mental Health and Program Services.

**DEPARTMENT** – The Nevada Department of Corrections.

**DEPARTMENT FILE** - The Personnel, Medical, and Payroll files maintained by the Personnel Division within the Nevada Department of Corrections Personnel Office in Carson City.

**DEPARTMENT PERSONNEL OFFICER** – The administrative officer in charge of the Department's Personnel Division.

**DIVISION HEADS** – Those individuals responsible for the major divisions of the Department; such as Personnel, EEO/Professional Development, Inmates Services, Fiscal, Inspector Generals Office, Procurement, Accounting, Offender Management, Stores, Medical.

**EMPLOYEE** – A person legally holding a position with the Department in the public service as defined in NRS 284.015.

**SHIFT SUPERVISOR** – An individual supervisory employee of the Department that is responsible for providing supervision to other supervisors and employees of an assigned shift or tour of duty within an institution, facility and/or office of the Department.

**SUPERVISOR** – An employee of the Department that provides supervision and has first line supervisory authority, and are responsible for the performance and evaluation of subordinate employees. These employees are within the direct chain of supervision, scope and authority.

**VOLUNTEER** – Someone who offers various services to the Department without charge.

**WARDEN** – The administrative officer in charge of an institution of the Department.

### **300.01 WRITTEN COMMENDATION**

1.1 Prior to issuance of an official written commendation, final approval must be obtained from the Director or designated representative.

1.2 Any supervisors may make a written recommendation via their chain of command.

1.2.1 All recommendations for commendations should answer the following questions:

- Who;
- What;
- When;
- Where; and
- Why

1.3 Upon approval by the Appointing Authority, the official written commendation will be prepared on Department letterhead, block format. It will contain the signature block of the Appointing Authority with a concurring signature block for the Director or designated representative.

1.4 Distribution will be as follows:

- Original – Employee;
- Copy – Department Personnel file;
- Copy – State Department of Personnel file; and
- Copy – Supervisory file

### **317.02 ANNUAL EMPLOYEE AWARDS**

1.1 Employee of the Year nominations will be selected as follows:

1.1.1 Institutions with more than 100 employees will select one (1) each uniformed and non-uniformed employee of the year.

1.1.2 Rural camps which report to a major institution will be included in the institutional selection process.

1.1.3 Rural camps reporting to the Rural Camp Warden will be combined into one selection.

1.1.4 Facilities with less than 100 employees will select one (1) employee of the year, which may be either uniformed or non-uniformed.

1.1.5 Director's Office staff (3708, 3710) will select one (1) employee for Northern and Southern.

1.1.6 Prison Industries will select one (1) employee of the year.

1.1.7 The Medical Division will select one (1) each from medical and mental health for the Northern and Southern division employees, for a total of four (4).

1.2. The Department will also recognize a volunteer of the year for each region, for a total of four (4).

1.3 Nomination Criteria shall consist of:

- Must have worked for the Department for one (1) year prior to nomination;
- The Department File must not contain disciplinary action or a below standard evaluation for at least twelve (12) months prior to nomination;
- Must be recommended by the supervisor, even if nominated by someone else;
- Must be below the rank of Associate Warden; and
- Must not be a Division Head or Appointing Authority.

1.4 Nominations for Employee of the Year are to be submitted via the chain of command to the Warden or Division Head.

1.4.1 The Warden or Division Head will make the final selection to be submitted to the Appointing Authorities.

1.5 Final nominations will be forwarded to the Department Personnel Officer.

1.5.1 The Department Personnel Officer will meet with a committee consisting of Appointing Authorities.

1.6 The final selections will be approved by the Director.

1.7 Presentation of the awards will be conducted at an event designated by the Director.

### **317.03 MERIT AWARD PROGRAM**

1.1 The Merit Award Board is established by statute as a program for all state employees and is designated as the governor's award for achievement of excellence in state service.

1.2 The Merit Award Board will investigate, review, and evaluate the merits of each recommendation proposed.

1.2.1 Part of that review will include input from the Department.

1.3 The Merit Award Board shall evaluate each suggestion, taking into consideration agency action, staff recommendations, and the objectives of the merit award program. An official recommendation shall be awarded.

1.4 Submitted suggestions shall be in writing, and shall include the following:

1.4.1 A brief statement describing the present method, procedure, or practice.

1.4.2 A specific statement of what is suggested and how it can be accomplished.

1.4.3 A statement of the savings, improved service, safety, or benefits which will accrue from the suggestion.

1.4.4 If available, attach supplemental work sheets to the suggestion form to fully describe the change or suggestion.

1.4.5 Indicate whether the Merit Award Board may use your name during review to facilitate suggestion evaluation.

1.5 Suggestions should be submitted as soon as possible and before any attempt is made to put them into use, unless authorized by the Appointing Authority.

1.6 Suggestions may be forwarded via the Department of Administration, Budget Division to the Merit Award Board, 209 E. Musser Street, Blasdel Building, Carson City, 89710.

1.7 A cash award not to exceed \$500. may be awarded.

#### **317.04 SERVICE AWARD PROGRAM**

1.1 The Director may present service awards to employee's who leave the Department with ten (10) or more years of service to the Department.

1.2 The service award shall be a plaque with a one (1) set of Department coins mounted in the plaque.

1.2.1 The service award may not exceed \$50.00.

1.3 Special coin sets, Foldger Adam keys, and personal badges may be mounted in the plaque upon approval from the Director or designated representative.

## REFERENCES

None

## ATTACHMENTS

Sample Letter – Official Letter of Commendation

\_\_\_\_\_  
Jackie Crawford, Director

\_\_\_\_\_  
Date

**CONFIDENTIAL**

      
Yes

XX  
No

**THIS PROCEDURE SUPERSEDES ALL PRIOR WRITTEN PROCEDURES ON THIS SPECIFIC SUBJECT.**